

All requests for assistance must be on agency letterhead

Date

To: Laboratory Director
Silicon Valley Regional Computer Forensics Laboratory

From: *Title/Name (Chief or Commanding Officer)*
Agency
Address
Phone Number
Email Address

Reference: *Agency Case #*
Nature of Case and Defendant Name

Dear SVRCFL Director –

Please accept the attached request for SVRCFL digital forensic assistance.

Case background

Analysis is requested for the following items:

- 1. First item description*
- 2. Second item description*
- 3. ...*

We acknowledge our agency does not currently provide personnel or funding to support the SVRCFL, and understand that SVRCFL management may decline or queue services for this request at any time due to limited resources.

We further acknowledge that our investigators are required to review the results of the forensic assistance provided by the SVRCFL before additional assistance is rendered.

Sincerely,

Name
Agency Name